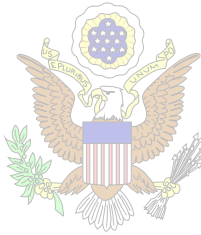


UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

LAWRENCE K. BAERMAN
Clerk

JOHN M. DOMURAD
Chief Deputy

DAN MCALLISTER
Chief Deputy



James M. Hanley Federal Building
P.O. Box 7367, 100 S. Clinton St.
Syracuse, New York 13261-7367
(315) 234-8500

November 30, 2009

FILING INITIAL PLEADINGS (COMPLAINTS/NOTICES OF REMOVAL)

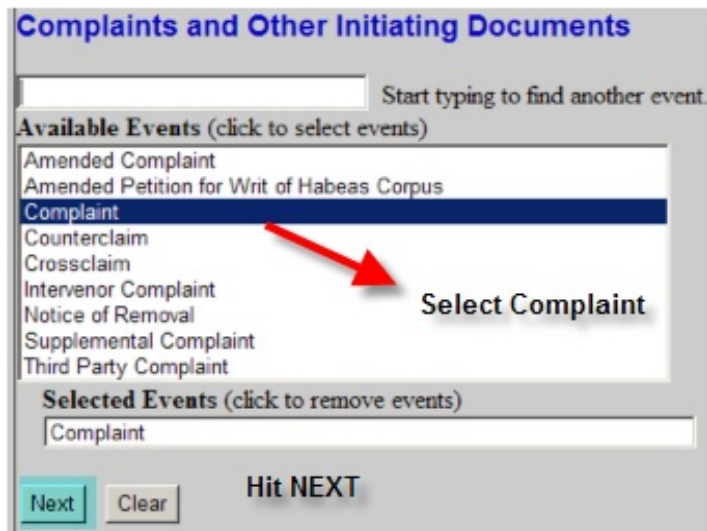
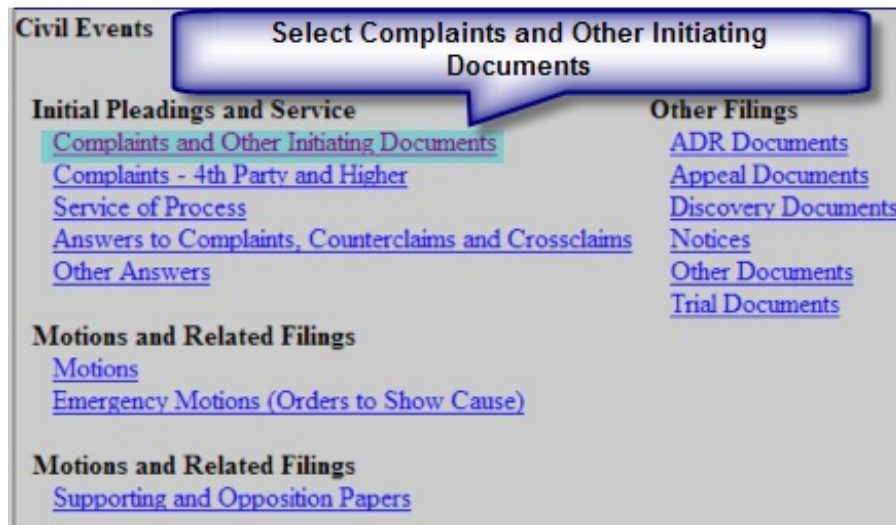
Pursuant to General Order #22, Section 4.2, all civil actions commenced by members of the Bar must be filed electronically in CM/ECF. The payment of the filing fee will be made through a secure United States Treasury site known as Pay.Gov. The filing user will be prompted to enter either credit card or checking account information while filing the initial pleading (complaint or notice of removal). New cases are deemed filed the day the Clerk's Office receives the complaint/notice of removal **and** required filing fee.

The attorney will log into CM/ECF and submit all initiating documents in .pdf format. The below screens illustrate what the filing user will see as the initial complaint in a civil case is filed, and the fee is paid via Pay.Gov. **If your initial complaint includes a motion for TRO, please file the complaint as the main document with summons and civil cover sheet as attachments, and call the Clerk's Office to notify of the filing. Once the case is opened and judges are assigned, you can file the motion for TRO and supporting papers in the assigned civil action.**

EXCEPTIONS: If you are seeking to have your complaint filed under SEAL, this should be filed traditionally at the Clerk's Office.

1. Select the type of event that is being filed (The below example is for a new civil COMPLAINT)

- Select **Civil** from the blue menu bar at the top of the CM/ECF screen to file a Civil Initial Pleading. The examples below refer to the filing of a Civil Complaint in CM/ECF.



Complaints and Other Initiating Documents

Civil Case Number

Always use 00-99999 as the case number; Click Find This Case; Click Next

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

[Collapse All](#) [Expand All](#)

Defendant dft
Plaintiff pla

For all complaints, Plaintiff will be the Filer

Select the filer.

Select the Party:

Defendant [dft]
Plaintiff [pla]

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

Pick Party
[Collapse All](#) [Expand All](#)
Plaintiff pla
Defendant dft

Please select the party that this filing is **against**
Select the Party: OR Select a Group:

Plaintiff [pla]
Defendant [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Leave No Group as Default;
ALWAYS leave Defendant as Default

Next Clear New Party

Complaints and Other Initiating Documents

[5:00-at-99999 Plaintiff v. Defendant](#)

ATTORNEYS - Do NOT add parties or attorneys to this Temporary case. If you have already added parties and/or attorneys, ABORT this event now. You will be notified when a case number and the judges have been assigned to this case.

The Complaint is the main document and all other documents, i.e., summons, civil cover sheet, IFP application, should be filed as attachments.

Select the pdf document and any attachments.

Main Document
C:\Documents and Settings\McAllister\De Browse...

Attachments	Category	Description
1. C:\Documents and Settings\McAllister\De Browse... Remove	Civil Cover Sheet	
2. C:\Documents and Settings\McAllister\De Browse... Remove	Proposed Summons	

The Complaint will be the main document, with all other documents added as attachments. Please ensure to use the category drop down list. All documents will be returned to you via a Notice of Electronic Filing (NEF) once filed in the assigned case.

Complaints and Other Initiating Documents
[5:00-at-99999 Plaintiff v. Defendant](#)

You must have a valid credit card to pay the filing fee via Pay.gov.

Are you requesting in forma pauperis status for this action Y/N?

or

Are you filing this action on behalf of the USA Y/N?

For cases where the filing attorney is paying the filing fee, enter N; If you re filing on behalf of the U.S. Government or are seeking In Forma Pauperis Status, enter Y and file the In Forma Pauperis Application as an attachment to the complaint.

Complaints and Other Initiating Documents
[5:00-at-99999 Plaintiff v. Defendant](#)

Fee: \$350

Clicking Next will take the user to the Pay.Gov payment screens.

Option 1: Pay Via Bank Account (ACH)

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name:	<input type="text" value="strain48"/>	*
Payment Amount:	\$350.00	
Account Type:	<input type="text"/>	*
Routing Number:	<input type="text"/>	*
Account Number:	<input type="text"/>	*
Confirm Account Number:	<input type="text"/>	*
Check Number:	<input type="text"/>	

Routing Number

Account Number

Check Number

026946783

9243767390

1234

Payment Date: 11/02/2009

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, MasterCard, American Express)

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *



Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: strain48 Billing Address: 123 Main Sreet Billing Address 2: City: Syracuse State / Province: NY Zip / Postal Code: 12220 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$350.00 Transaction Date 10/30/2009 13:2 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Once payment has been completed, the user will be returned to CM/ECF to complete the filing transaction.

Complaints and Other Initiating Documents
[5:00-at-99999 Plaintiff v. Defendant](#)

Docket Text: Modify as Appropriate.

COMPLAINT **against Defendant (Filing fee \$350 receipt number 0206-156780) filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons) (strain48,)**

Add the short title of your case in the text box as well as the county of origin from the civil cover sheet. This will assist the clerk's office when the case is processed.

Complaints and Other Initiating Documents
[5:00-at-99999 Plaintiff v. Defendant](#)

Docket Text: Final Text

COMPLAINT (Smith v. Jones) (Onondaga) against Defendant (Filing fee \$350 receipt number 0206-156780) filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons)(strain48,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
C:\Documents and Settings\McAllister\Desktop\Test Docs\Test Complaint.pdf pages: 1
C:\Documents and Settings\McAllister\Desktop\Test Docs\Civil Cover Sheet.pdf pages: 1
C:\Documents and Settings\McAllister\Desktop\Test Docs\Test Summons.pdf pages: 2


Review the final docket text and click next when finished. This will commit the transaction and file the documents with the clerk.

Complaints and Other Initiating Documents
[5:00-at-99999 Plaintiff v. Defendant](#)

U.S. District Court
Northern District of New York - Main Office (Syracuse) [TEST - Version 3.2.2]

Notice of Electronic Filing

The following transaction was entered by strain48, on 10/30/2009 at 1:56 PM EDT and filed on 10/30/2009

Case Name: Plaintiff v. Defendant
Case Number: [5:00-at-99999](#)
Filer: Plaintiff
Document Number: [98](#)  The document number should be disregarded, as this is only a temporary case and this document number will not carry over to the permanent case

Docket Text:
COMPLAINT (*Smith v. Jones*) (*Onondaga*) against Defendant (Filing fee \$350 receipt number 0206-156780) filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons) (*strain48,*)

5:00-at-99999 Notice has been electronically mailed to:

5:00-at-99999 Notice has been delivered by other means to:

Plaintiff

WHAT THE ATTORNEY WILL RECEIVE UPON CASE ASSIGNMENT AND OPENING

1. Notice of Electronic Filing (NEF) of **Complaint** with Civil Case Number and Assigned Judges.
2. Notice of Electronic Filing (NEF) of **Summons Issued** with summons for service upon defendant(s). One entry will be one for each named defendant. Please note that the Northern District of New York utilizes an electronic signature with the Court Seal for summons. Use the NEF hyperlink to retrieve the issued summons form to effect service of process.
3. Notice of Electronic Filing (NEF) of **G.O. 25 Filing Order Issued**. This will be a copy of the Court's General Order #25 packet with a date for the Rule 16 conference before the assigned Magistrate Judge. Use the NEF hyperlink to retrieve the issued General Order #25 packet. The General Order #25 packet will need to be served along with your summons and complaint upon each named defendant.

MONITORING INTERNET CREDIT CARD PAYMENTS

Internet fees and payments may e reviewed by using the **Internet Payment History** option on the **Utilities** menu in CM/ECF.

An example of the report is shown below:

U.S. District Court					
Northern District of New York - Main Office (Syracuse) [TEST - Version 3.2.2]					
Internet Payment History for strain48					
9/30/2009 to 10/30/2009					
Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
5:00-at-99999	2009-10-30 13:31:39	Complaint(5:00-at-99999) [cmpat cmpX] (350.00)	CreditCard	0206-156780	\$ 350.00

The report includes all payments of charges paid via Pay.Gov and may be viewed for a particular date range.